Assignment Guidelines: e-Book

(this guideline is updated on 1/9 Saturday)

General Instructions:

- **Deadline: Jan. 15, 2010**
- **<u>Send an email</u> or <u>use GSpace to upload</u> your file to our class Gmail account**
    - please name them as "section_number_name_type" with underlines between each word.
    - You can produce the document using 2007 and save it as ".docx"
- **Late assignments are penalized 10 points for each day late.**

Specific Requirements:

Compile your assignments and publish your own e-book.

- Format your Document:

    - Set the margins as 1"

    - Select B5 as the paper size for the entire document.

- You need have a book cover that displays all the necessary information (you may use your Book cover assignment for this part)

- You should write a preface as an introduction at the beginning of your e-book.

- You need to use Word's "Index and Tables" feature to create an automatic table of contents page （製作目錄）

- Your e-book should have **three chapters with three sections.**

    - Chapter 1: Computer Assignments

        - In this chapter, you should include four assignments you have created throughout this semester: your time management plan, resume, and 3D art work. Before you submit them, make sure you have correct revisions.

    - Chapter 2: Compositions

- In your second chapter, you should include three compositions.
  - Chapter 3: Journals
    - For this chapter, you need to collect three journals that you wrote for any of your literature or language course, such as Introduction to Literature, Reading, or Bible as Literature.
- You should have an appropriate title for each chapter and each section and use "Page Break" （分隔設定）to separate each section properly.
- Work with Header and Footer:
  - Choose different design for your first page, odd pages, and even pages.
  - Use "English Department, Fu Jen" as the header for the first page (which is the cover page) and insert the Date.
  - In the header, put your name on the odd page and your title on the even one.
  - In the footer, indicate the pagination.
- Insert a copyright page as your final page. Provide necessary information and apply a text watermark (such as "original" or "copyrighted").
- Please pay attention to the overall visual effect.

Happy Winter Vacation!